

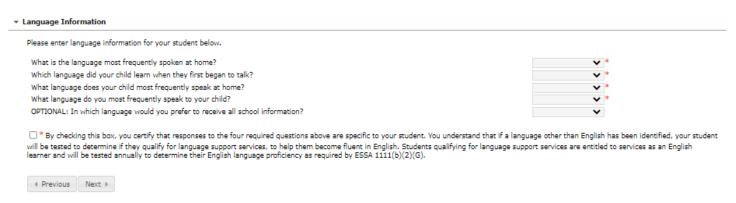
Kentucky Department of Education Online Registration (OLR) Guidance Customization for Kentucky Home Language Survey

Updated for the 2022-23 SchoolYear

Aligning On-Line Registration home language questions to the Kentucky Home Language Survey can minimize the confusion parents may encounter when being prompted with the questions. Beginning with the 2022-23 school year, the state Home Language Survey (HLS) template is required to be used.

This document should be used as a guide to update OLR. This can be done in five easy steps.

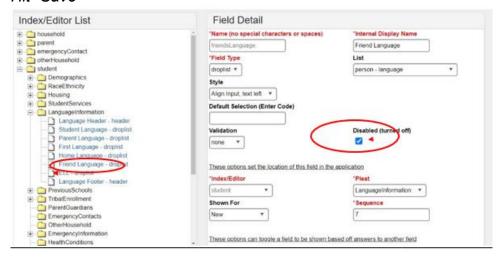
How to update wording on the Language Information Pleat to match the <u>KDE KY</u> Home Language Survey



Step 1

Disable the Friend Language and ELL field Census / Online Registration / OLR Setup / OLR Builder

- 1. Open the Student folder | LanguageInformation folder | click on Friend Language drop list
- 2. In the Field Detail of Friend Language, check Disabled (turned off)
- 3. Hit "Save"
- 4. Repeat steps for the ELL field.
- 5. Open the Student folder | LanguageInformation folder | click on ELL drop list
- 6. In the Field Detail of ELL Droplist, check Disabled (turned off)
- 7. Hit "Save"

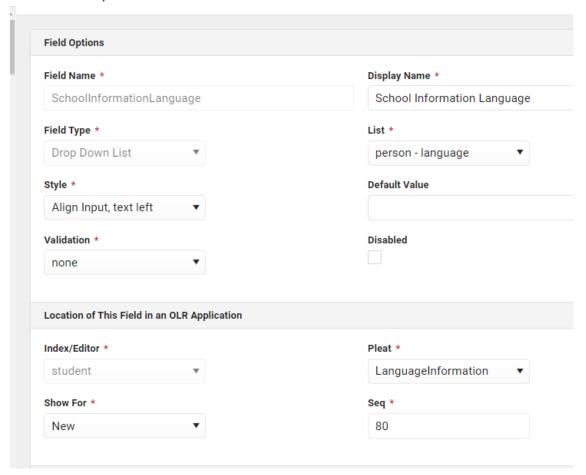


Step 2

Create a new field for School Information Language

- 1. Open OLR Setup | OLR Builder | New Field
- 2. Field Name SchoolInformationLanguage
- Display Name School Information Language
- 4. Field type Drop Down List
- 5. List person language
- 6. Style Align Input, text left
- 7. Default Value blank
- 8. Validation None
- 9. Disabled checkbox blank
- 10. Index/editor Student
- 11. Pleat LanguageInformation
- 12. Show for New
- 13. Sequence In between Parent Acknowledgement and

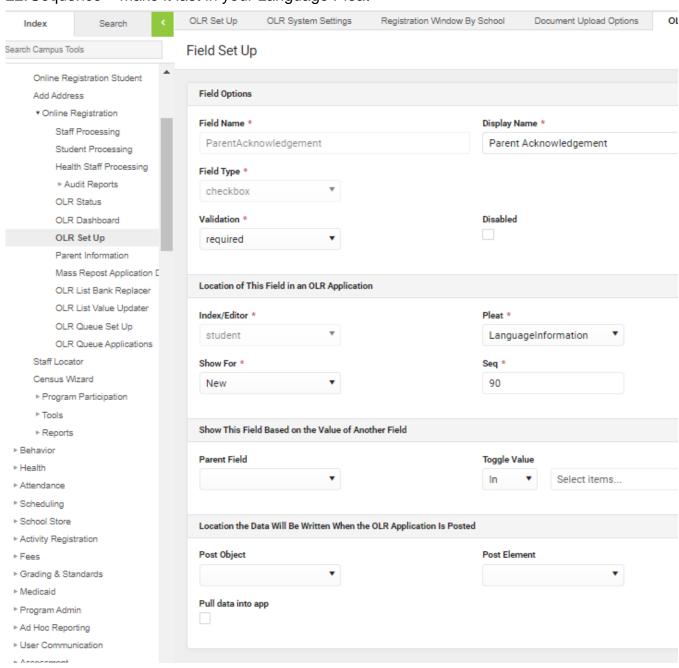
Field Set Up



Step 3

Create the Parent Agreement checkbox.

- 14. Open OLR Setup | OLR Builder | New Field
- 15. Field Name ParentAcknowledgement
- 16. Display Name Parent Acknowledgement
- 17. Field type checkbox
- 18. Validation required
- 19. Index/editor Student
- 20. Pleat LanguageInformation
- 21. Show for New
- 22. Sequence make it last in your Language Pleat

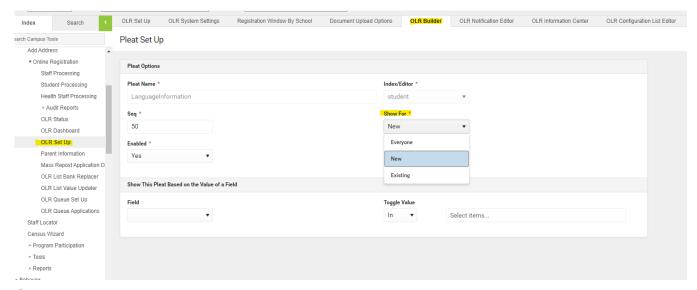


Step 4

The revised Inclusion of <u>Special Populations Regulation 703 KAR 5:070</u> states that parents can only be asked the HLS questions upon an initial enrollment registration. You can change the settings on the *Language Information* pleat to only show for families using the Kiosk link and for families with new incoming students.

Census | Online Registration | OLR Setup | OLR Builder

- 1. Open the Student folder. Click on LanguageInformation folder
- 2. Click the drop-down list in the Show For field and choose "New"
- 3. Hit "Save"



Step 4

There are two folders in the Multi-Language Editor that need to be updated for it to match the KDE KY Home Language Survey.

(Student | Language) and (Receipt | Student | Language)

Update the wording of the OLR Fields to match the KY Home Language Survey - Sys Admin | Data Utilities | Multi-Language Editor | OLR Literals Bank

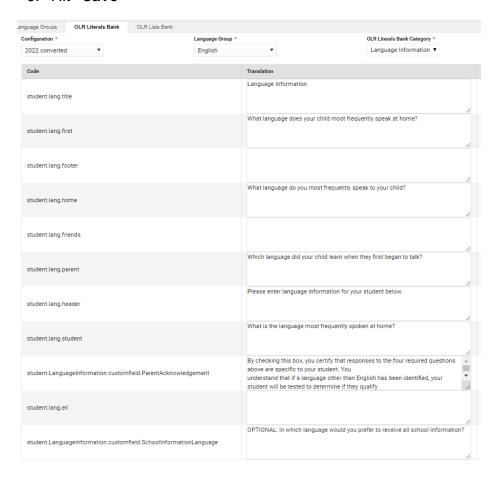
- 1. Open the folder where the cosmetic changes need to be made (in most cases, English).
- 2. Find your folder where your specific area is located

Student | Language Information

- 3. Update the Translation box for **student.lang.first** to say: **"What language does your child most frequently speak at home?"**
- **4.** Update the Translation box for **student.lang.home** to say—" **What language do you most frequently speak to your child?**"
- 5. Update the Translation box for **student.lang.parent** to say: "Which language did your child learn when they first began to talk?"
- **6.** Update the Translation box for **student.lang.student** to say: **"What is the language most frequently spoken at home?"**
- 7. Update the Translation box for student.LanguageInformation.customfield.SchoolInformationLanguage to say: "OPTIONAL: In which language would you prefer to receive all school information?"
- 8. Update the translation box for student.LanguageInformation.customfield.ParentAcknowledgement to say "By checking this

Online Registration (OLR) Guidance — Home Language Survey box, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become fluent in English. Students qualifying for language support services are entitled to services as an English learner and will be tested annually to determine their English language proficiency as required by ESSA 1111(b)(2)(G).

9. Hit "save"



Repeat the same process for the Receipt.

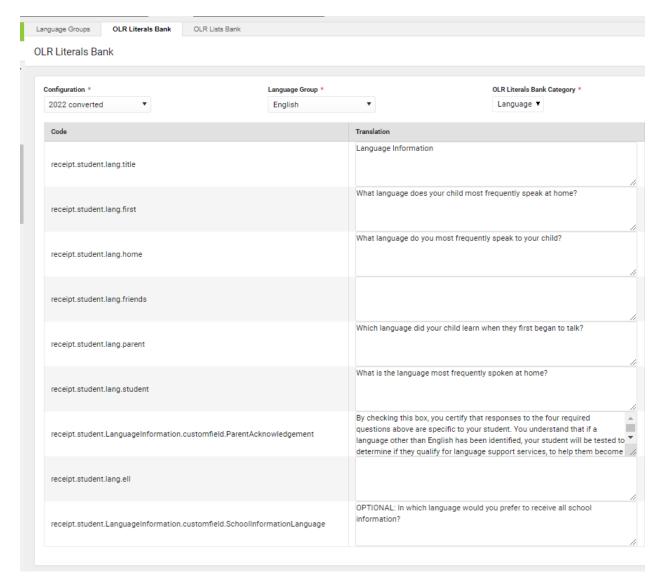
Update the wording of the OLR Fields to match the KY Home Language Survey - Sys Admin | Data Utilities | Multi-Language Editor | OLR Literals Bank

- 1. Open the folder where the cosmetic changes need to be made (in most cases, English).
- 2. Find your folder where your specific area is located

Receipt | Student | Language

- 3. Update the Translation box for student.lang.first to say: "What language does your child most frequently speak at home?"
- 4. Update the Translation box for **student.lang.home** to say—" **What language do you most** frequently speak to your child?"
- 5. Update the Translation box for **student.lang.parent** to say: "Which language did your child learn when they first began to talk?"
- 6. Update the Translation box for **student.lang.student** to say: "What is the language most frequently spoken at home?"
- 7. Update the Translation box for student.LanguageInformation.customfield.SchoolInformationLanguage to say: "OPTIONAL: In which language would you prefer to receive all school information?"

- 8. Update the translation box for student.LanguageInformation.customfield.ParentAcknowledgement to say "By checking this box, you certify that responses to the four required questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for language support services, to help them become fluent in English. Students qualifying for language support services are entitled to services as an English learner and will be tested annually to determine their English language proficiency as required by ESSA 1111(b)(2)(G).
- 9. Hit "save"



Step 5

The student's *Home Primary Language* does not automatically update in Campus based on entries into the OLR. KDE recommends that a notification is created to alert the district Title III Coordinator if a person selects any language other than English from the language drop lists. Reference the <u>OLR Notification Editor</u> instructions to create a notification alert.

The district/school must then follow-up with the family to confirm the responses provided in the Language Information section of OLR by administering the required statewide Home Language Survey(HLS) template and ensuring families understand the intent and purpose of the HLS. Once the HLS is completed and responses are confirmed, the district/school should then proceed with properly identifying the student as an English Learner by following the identification procedures outlined in the district's Lau Plan (EL Plan uploaded into Cognia) and updating the student's Home Primary

Online Registration (OLR) Guidance — Home Language Survey Language within Infinite Campus referencing the English Learners Data Standard.

Questions regarding the Home Language Survey should be directed to <u>Neil Watts</u>. Questions regarding the Online Registration tool should be directed to <u>Jennifer Winburn</u>.